

FORT EUSTIS PERSONNEL AUTOMATION SECTION



PERSTEMPO SOP

PERSTEMPO STANDARD OPERATING PROCEDURES

1. PURPOSE. To establish guidance and procedures for managing Personnel Tempo (PERSTEMPO) events for Fort Eustis. This SOP is intended to supplement the guidance already published in the PERSTEMPO Business Rules Version 4.2.

2. BACKGROUND. In accordance with the FY 00, FY 01, FY 02 and FY 04 National Defense Authorization Act (NDAA), Congress authorized payment of a high deployment per diem for soldiers deployed 400(+) days out of the preceding 730 days. Soldiers are managed by two management thresholds and one payment threshold. Soldiers who exceed 182 deployment days out of the preceding 365 days must be managed by the first general officer in their chain of command. Soldiers who exceed 220 deployment days out of the preceding 365 days will be managed/approved by the first four star general officer in their chain of command. Soldiers will receive \$100 per diem for each day they are deployed and have, as of that day, been deployed 401 days or more out of the preceding 730 days. Prior approval is necessary before the soldier reaches each of the three thresholds.

Congressional authorization for payment of high deployment per diem for soldiers deployed 400(+) days out of the preceding 730 days was suspended 8 Oct 01.

3. APPLICABILITY. This SOP is applicable to all military personnel assigned or attached to Fort Eustis and all their subordinate units.

4. REFERENCES:

- a. Army PERSTEMPO Management System, Version 1.0, 29 June 2000
- b. PERSTEMPO Procedures and Management Process (former Business Rules) dated 30 January 2004
- c. AR 600-8-104, Military Personnel Information Management/Records
- d. PERSTEMPO User Manual, 29 July 2003
- d. Example 182 Day Memorandum
- e. Example 182/220 Day Threshold Report
- f. PERSTEMPO Tracking Tool

5. PROPONENT. The proponent for this guidance is Military Personnel Division ATTN: Personnel Automation Section

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6. RESPONSIBILITIES.

a. Unit.

1. Commanders will maintain familiarity and currency with the Business Rules regarding PERSTEMPO. The Business Rules are located on the PERSTEMPO Management web site at <https://www.perscomonline.army.mil/perstempo>. The Business Rules are updated as changes occur.

2. Commanders will manage PERSTEMPO events for their unit. Unit commanders will identify a minimum of two system users who will be granted access to enter, view, and edit data into the PERSTEMPO system. The unit PERSTEMPO Clerk/Data Viewers will complete the PERSTEMPO User Registration sheet (enclosure 1) to gain access. Commanders/First Sergeants will review and verify the type of access the users require and forward the registration sheets to the IMA Regions for approval. As Clerks/Data Viewers depart the unit, Commanders are responsible for notifying the administrators to remove the user's access prior to the user's departure.

3. Commanders are responsible for establishing local procedures for ensuring events are recorded accurately into the PERSTEMPO database. Established procedures must be in compliance with Fort Eustis guidelines and must be approved by the proponent. Clerks must input PERSTEMPO events into the database within 24 hours to 7 days. Events are still required to be recorded into the database even if the 7-day window has passed. In order for the PERSTEMPO system to be accurate at all times, events must be confirmed upon the soldier's return. Using the soldier's orders or some other form of justification, clerks must confirm that the start and return date of the events are recorded correctly in the PERSTEMPO database. Clerks will maintain files of all the documents used in order to justify all PERSTEMPO events. Commanders are ultimately responsible for ensuring the PERSTEMPO database is accurate.

4. As deployed soldiers approach the 182/220-day threshold, unit commanders will initiate the appropriate memorandum (enclosure 2 and 3) to inform the Post Commander that a soldier within their command is expected to exceed the 182/220-day threshold. Whenever possible, memorandums should be submitted as soon as it is known that the soldier will exceed the 182/220-day threshold. The memorandum will be submitted through the Military Personnel Division for general officer acknowledgement/approval. The memorandum will be received by the MPD

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no later than 30 days prior to the soldier exceeding 182 days and no later than 90 days prior to the soldier exceeding 220 days.

Along with the memorandum, a 182/220-Day Threshold Report (enclosure 4) will be submitted. This report will provide a breakdown of all the events that the soldier has been on and counts the days for each event. Commanders will have the ability to view which event caused the soldier to exceed the threshold. Accumulation of PERSTEMPO days does not need to be consecutive and can be due to single or multiple deployments. Threshold management is required for all soldiers approaching 182/220.

5. Commanders will ensure clerks are trained on PERSTEMPO at the earliest opportunity. PERSTEMPO web based training is now available on the PERSTEMPO web site login page. Users will be able to obtain step-by-step instructions to assist them in managing PERSTEMPO. Also available, is the User's Manual which can be found at the PERSTEMPO Management website at <https://www.perscom.army.mil/perstempo/default.htm>. This is a direct link and does require a secure connection.

6. Commanders will ensure PERSTEMPO is incorporated into unit inprocessing/outprocessing checklists.

a. Inprocessing. Unit clerks will obtain an Outprocessing Report, which is generated from the PERSTEMPO database, from the soldier as they inprocess to the unit along with any other supporting documentation (i.e. Orders, Individual Event History). Soldiers will be required to verify the number of deployment days with the unit PERSTEMPO Clerk to ensure that all of the soldier's events have been recorded and that the data is correct. Any discrepancies in the soldier's PERSTEMPO days will be corrected at this time. The soldier must provide documentation to justify the event that occurred. If the soldier does not have documentation, contact should be made with the losing unit to attempt to gather the necessary documents in order to correct the soldier's PERSTEMPO count. The Outprocessing Report will be maintained in the soldier's individual training file along with Individual Event History. The unit clerk will also associate the incoming soldier to the unit's AHRI. This step is imperative because the accuracy of the reports pulled by AHRI depends on it.

b. Outprocessing. During outprocessing all soldiers will be required to verify the number of deployment days with the unit PERSTEMPO clerk. Any discrepancies in the soldier's PERSTEMPO days will be corrected at this time. The same steps will be

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taken to correct the soldier's PERSTEMPO count as in the previous paragraph. The PERSTEMPO clerk will provide the soldier with an Outprocessing Report and Individual

Event History. The report will be signed by the reviewing official and the soldier. A copy will be kept at the unit and the soldier will receive the original document. This process will serve as the additional tool for checks and balances to ensure the soldier's data is correct before their departure. The unit clerk will also unassociate the departing soldier from the unit's AHRI. This step is imperative because the accuracy of the

b. Outprocessing. (Cont.) reports pulled by AHRI depends on it. The losing unit will maintain a copy of the soldier's Outprocessing Report and Individual Event History for 6 months after the soldier's departure.

b. Units

1. PERSTEMPO managers will maintain familiarity and currency with the Business Rules regarding PERSTEMPO. The Business Rules are located on the PERSTEMPO Management web site at <https://www.perscomonline.army.mil/perstempo>. Managers are responsible for keeping the command informed of all matters that concern PERSTEMPO. Managers will also provide PERSTEMPO procedural guidance to subordinate units.

2. All PERSTEMPO managers will ensure subordinate units appoint primary and alternate PERSTEMPO users. Managers will review registration sheets submitted by the units for accuracy prior to submission. Managers will check Army Knowledge Online (AKO) to ensure the USERID listed for the applicant is correct prior to submission to the PAS. After review and approval, registration sheets will be submitted to the PAS for access. Managers will serve as user administrators responsible for the creation of user accounts and are responsible for managing those accounts. Managers will ensure that access is deleted for all users who are leaving the units prior to their departure. Completed registration forms must be submitted to the PAS for processing.

3. All PERSTEMPO managers are responsible for establishing local procedures and guidelines for subordinate units. Established procedures must be in compliance with guidelines and must be approved by the proponent. Commanders are ultimately responsible for ensuring the PERSTEMPO database is accurate.

4. As deployed soldiers approach the 182/220-day threshold, subordinate units will submit the appropriate memorandums to for acknowledgement/approval.

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Accumulation of PERSTEMPO days does not need to be consecutive and can be due to single or multiple deployments. Threshold management is required for all soldiers approaching 182/220.

a. IMA Regions will receive 182-day memorandums from subordinate units no later than 30 days prior to the soldier exceeding 182-days. Requests should fully explain the circumstances why the soldier must exceed 182 days to include an analysis of whether or not the mission can be satisfied by another soldier within the command. If approved, by the IMA Regions, a copy of the letter and the 182/220-Day Threshold Report will be submitted to Installation Management Agency, ATTN: AFIM-ZHR no later than 15 days prior to the soldier reaching 182 days. Soldiers who have exceeded 182 days deployed are considered “high deployers” and will be monitored by the IMA Regions to ensure that the 220-day threshold is not exceeded without prior approval from the Vice Chief of Staff of the Army (VCSA). If the soldier subsequently goes on another PERSTEMPO event while the management counter is above 182, or if the soldier’s counter falls below 182 and the soldier will be deployed 182 days or more, the soldier must be managed again according to the 182-day threshold.

b. Regions will receive 220-day memorandums from subordinate units no later than 90 days prior to the soldier exceeding 220 days. Requests should fully explain the circumstances why the soldier must exceed 220 days to include an analysis of whether another soldier within the command can satisfy the mission. If approved by the Battalion a copy of the letter and the 182/220-Day Threshold Report will be submitted to your Brigade/Group. The request must reach PAS no later than 75 days prior to the soldier reaching 220 days. VCSA is the final approving authority for soldiers who are expected to exceed 220 days deployed. If the 220-day memorandum is disapproved, unit commanders reserve the right to keep the soldier deployed until the 219th day. This approval is required for every occurrence of a soldier exceeding the 220-day threshold. Similar to the preceding paragraph, if the soldier subsequently goes on another PERSTEMPO event while the management counter is above 220, or if the soldier’s counter falls below 220 and the soldier will be deployed 220 days or more, the soldier must be managed/approved again according to the 220-day threshold.

5. Develop letter of instruction (LOI) if necessary for subordinate units. The LOI should contain procedural guidance on how to manage PERSTEMPO in the unit, including the procedures for general officer management at the 182-and 220-day thresholds. All units will furnish a copy of their LOI to the PAS PERSTEMPO administrator.

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6. Establish report requirements and provide analysis to the PAS as needed. Various types of reports can be run to assess subordinate unit's compliance. Integrate PERSTEMPO management into internal Command Inspection Programs.

c. PAS

1. The proponent will provide procedural guidance to the units.
2. Develop and manage the Army Human Resource Identifiers (AHRIs) for Fort Eustis/Story. Maintain a database on all unit AHRIs and users.
3. Establish unit accounts and maintain all user accounts (clerk, control clerk, data viewer, user administrator access) for Fort Eustis/Story. Input data information as provided on the User Registration sheet within 48 hours of receipt. After access has been completed, PAS PERSTEMPO administrator will send a message to the respective units to inform the user of their level of access. Deletions will also be processed in the same manner. Establish report requirements and provide analysis as needed.
4. Monitor all subordinate units in the management of PERSTEMPO threshold requirements to ensure the timely submission of the approval request memorandum. Copies of 182-day memorandums will be received no later than 15 days prior to the soldier exceeding 182 days. The 220-day memorandum will be received no later than 75 days prior to the soldier exceeding 220 days. The unit Commander will submit 220-day memorandums to the VCSA for approval no later than 60 days prior to the soldier exceeding 220 days.

5. GENERAL PROCEDURES.

- a. Once a soldier reaches 400(+) days, they will begin receiving \$100 high deployment per diem. PERSTEMPO clerks will provide a consolidated list of soldiers who will be receiving \$100 per diem through their chain of command. **NOTE:** Currently the payment threshold has been suspended until further notice (Reference the Wolfowitz Memo, dated 8 Oct 01, located at <https://www.perscomonline.army.mil/perstempo/hotnews/j8p10400.pdf>).
- b. PERSTEMPO Tracking Tool (enclosure 5). Tracking of PERSTEMPO began on 1 October 2000. All military personnel assigned or attached will be tracked in the

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PERSTEMPO web-based application. In the event that the PERSTEMPO database is not available online the tracking tool should be used. Once the database comes back on line, all manual information recorded in the Tracking Tool will be transferred into the PERSTEMPO web based application.

c. PERSTEMPO reports should be verified and reconciled on a monthly basis. The PERSTEMPO web-based reporting system consists of 9 reports to assist the commander with the management of PERSTEMPO operations. PERSTEMPO users may also refer to the web based reporting procedures located in the User's Manual.

1. Personnel Deployment Report - AHRI and UIC. This report can be pulled by AHRI or by UIC. These reports enable commanders to view individuals associated to a requested AHRI or UIC who have creditable PERSTEMPO days within the last 30, 365, and 730 day rolling windows. Only individuals with creditable deployments will show up on this report.

2. Creditable Days Deployment Reports - AHRI and UIC. This report can be pulled by AHRI or by UIC. The user can get summary information or a report by individual soldier. Only individuals with creditable deployments will show on this report. The summary sections display the total number of soldiers within a 365-day rolling window that are deployed between 1-181 days, 182-220 days, and more than 221 days. The summary also displays for the 730-day rolling window the number of soldiers deployed between 365-400 days and those deployed more than 401 days. A by name list of the soldiers in the AHRI or UIC can also be retrieved.

3. General Officer Threshold Management Status Reports - AHRI and UIC. This report can be pulled by AHRI or by UIC. These reports display soldiers, associated to a requested AHRI or UIC, who are projected to exceed the 181 or 220 day threshold of creditable deployment days within the next 30, 60, 90 days or within an open timeframe (any time in the future).

4. DEPTempo Report – Assigned Unit. This report is divided into two sections, a summary report and a list of the highest deployed soldiers by military personnel class (OFF, WO, and ENL). Only individuals with creditable deployments will be counted in this report.

5. Verification of Soldier History Report. This report leads the outprocessing clerk through the history verification steps and generates the verification report. If the soldier has one or more projected events under the user's Command the report will not print.

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All identified corrections and changes must be made before the report will print. Once the report is printed the reviewing official and the soldier will sign it for verification.

This report, along with any supporting documentation (i.e., travel orders, the soldier's individual event history, etc.)

6. PERSTEMPO Usage Report. This report displays data on the usage of the PERSTEMPO application. All users have access to this report. The user can generate the report only for the AHRIs in their home AHRI tree, or those delegated to them.

FOR THE COMMANDER:

Encls

1. PERSTEMPO User
Registration Form
2. 182-Day Memorandum
3. 220-Day Memorandum
4. 182/220-Day Threshold Report
5. PERSTEMPO Tracking Tool

REGINALD R. HAWKINS

Reginald R. Hawkins
Personnel Automation Section
Sierra Management & Technologies

ENCLOSURE 2
182-DAY MEMORANDUM

OFFICE SYMBOL

DATE

MEMORANDUM THRU

XXXXXX

XXXXXX

FOR XXXXX

SUBJECT: PERSTEMPO Management/Approval Threshold

1. CPT John Doe, 123-45-6789, will exceed the 182-day threshold during a PERSTEMPO event. This information is provided for management purposes only.
2. Soldier is/is not expected to go over the 220-day threshold. If the soldier is expected to go over the 220-day threshold, the 220-day approval memorandum will be submitted on (date).
3. Justification: This management is required to support this unit's mission. The soldier has been identified critical to the success of this mission. There is no one else available to support this mission or impact on command/continuous (Command) support and treatment.
4. The point of contact for this action is the undersigned at (phone number).

XXXXXXXXXX
XXXXXXXXXXXX, XX
XXXXXXXXXXXX

ENCLOSURE 3
220-DAY MEMORANDUM

OFFICE SYMBOL

DATE

MEMORANDUM THRU

COMMANDER, U.S. Army Human Resources Command, ATTN: (Office Symbol)
200 Stovall Street, Alexandria, VA 22332

DEPUTY CHIEF OF STAFF FOR (Command)

DIRECTOR OF THE ARMY STAFF

FOR VICE CHIEF OF STAFF OF THE ARMY (DACS-ZB), 201 Army Pentagon,
Washington, DC 20310-0201

SUBJECT: Request for 220-Day PERSTEMPO Approval

1. Request approval for the soldier listed below to exceed the PERSTEMPO 220-day threshold.

NAME:	LTC James Bond
SSN:	007-00-000
Start/End Dates of PERSTEMPO Activity:	1 Jan 01 – 9 Oct 01
Current PERSTEMPO Count:	116 days
Project PERSTEMPO Count at End Date:	281 days
Date PERSTEMPO Count Exceeds 220 Days:	10 Aug 01

2. Approval is required to support the (Command Name), (Operation/Exercise). LTC Bond is the commander of the (Command Name) and has volunteered to extend his assignment until 9 Oct 01. The extension will preclude the (Command Name) from involuntarily sending another (Command Name) officer for a short duration of the mission. Request approval of this extension to provide continuity with the (Command Name) Element command structure. LTC Bond is critical to the success of this mission.

3. It is understood that an approval will allow LTC Bond to continue this PERSTEMPO activity only through 9 Oct 01; any subsequent extensions will require a separate request for approval.

4. The point of contact for this action is MAJ Smith, (Command Name), at (555) 222-5555 or DSN 223; email: john.smith@us.army.mil.

JOHN DOE
Lieutenant General